



**ASSOCIATION of
GOVERNMENTS**

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Tribal Government Representative: Andrew Masiel Sr., Pechanga Band of Luiseno Indians

Ventura County: Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Art Brown, Buena Park

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Keith Millhouse, Moorpark

MEETING OF THE

ADMINISTRATION COMMITTEE

Thursday, October 4, 2007

8:30 a.m. – 9:00 a.m.

SCAG Offices

818 West 7th Street, 12th Floor

Conference Room San Bernardino

Los Angeles, CA 90017

213.236.1800

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or summers@scag.ca.gov

Agendas and Minutes for the Administration Committee are also available at:

www.scag.ca.gov/committees/ac.htm

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

Administration Committee Membership

Loveridge, Ronald, ***Chair***
 Edney, Jon, ***Vice Chair***

Riverside
El Centro

Riverside County
CEHD

Member	Representing	Affiliation
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Burke, Yvonne	Los Angeles	President
Clark, Margaret	Rosemead	EEC
Dixon, Richard	Lake Forest	Officer
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	CEHD
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni,	Port Hueneme	VCOG

Last Update 9/11/07

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ron
Loveridge, Chair

2.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of August 30, 2007 Meeting Attachment

1

4.1.2 Contracts over \$250,000 Attachment

8

4.2 Receive & File

4.2.1 Contracts/Purchase Orders and MOUs between \$5,000 - \$250,000 Attachment

11

ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
5.0	<u>ACTION ITEMS</u>		
5.1	<u>Sponsorship of the 2007 Mobility 21 Transportation Summit Attachment</u>	Sylvia Patsaouras, Acting Director, Government & Public Affairs	13 5 minutes
	Recommended Action: Authorize \$2,500 from the FY07-08 General Fund Project Reserve Budget to Sponsor the November 5, 2007 Mobility 21 Transportation Summit at the Ontario Convention Center.		
5.2	<u>Amend C2 Group, LLC Contract Attachment</u>	Leyton Morgan, Contracts Mgr.	14 5 minutes
	Recommended Action: Authorize \$10,000 from the FY07-08 General Fund Project Reserve Budget to Fund the Contract Amendment 1 with C2 Group, LLC (C2).		
6.0	<u>INFORMATION ITEMS</u>		
6.1	<u>CFO Monthly Financial Report for August 2007 Attachment</u>	Wayne Moore, CFO	17 5 minutes
7.0	<u>AUDIT COMMITTEE REPORT</u>	Hon. Paul Nowatka, Chair	5 minutes
8.0	<u>COMMUNICATIONS & MEMBERSHIP REPORT</u>	Hon. Glen Becerra, Chair	5 minutes

ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	TIME
9.0	<u>DISTRICT EVALUATIONS REPORT</u>	Wayne Moore, CFO	5 minutes
10.0	<u>PERSONNEL COMMITTEE REPORT</u>	Hon. Richard Dixon, Chair	5 minutes
11.0	<u>STRATEGIC PLAN IMPLEMENTATION TASKFORCE REPORT</u>	Wayne Moore, CFO	5 minutes
12.0	<u>STAFF REPORT</u>		
13.0	<u>FUTURE AGENDA ITEMS</u>		
	Any Committee member or staff desiring to place items on a future agenda may make such a request.		
14.0	<u>ANNOUNCEMENTS</u>		
15.0	<u>ADJOURNMENT</u>		
	The next meeting of the Administration Committee will be held on Thursday, November 1, 2007 at the SCAG offices in downtown Los Angeles.		

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
ADMINISTRATION COMMITTEE

August 30, 2007

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. The meeting was called to order by Ronald Loveridge, Chair, Riverside. There was a quorum.

Members Present

Aldinger, Jim
Baldwin, Harry
Burke, Yvonne
Clark, Margaret
Dixon, Richard
Edney, Jon (**Vice Chair**)
Loveridge, Ronald (**Chair**)
McCallon, Larry
Nowatka, Paul
Ovitt, Gary
Parks, Bernard
Roberts, Ron
Wapner, Alan
Washburn, Dennis
Young, Toni

Manhattan Beach
City of San Gabriel
County of Los Angeles
City of Rosemead
City of Lake Forest
City of El Centro
City of Riverside
City of Highland
City of Torrance
County of San Bernardino
City of Los Angeles
City of Temecula
City of Ontario
City of Calabasas
City of Port Hueneme

Members Not Present

Becerra, Glen
Lowenthal, Bonnie
Masiel, Andrew
O'Connor, Pam
Pettis, Greg

City of Simi Valley
City of Long Beach
Pechanga Band of Luiseno Mission Indians
City of Santa Monica
City of Cathedral City

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ronald Loveridge, Chair, Riverside, called the meeting to order at 8:35 a.m.

2.0 PUBLIC COMMENT PERIOD

There were no public comments.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

No agenda reprioritizations were made.

4.0 CONSENT CALENDAR

4.1 Approval Items

4.1.1 Minutes of August 30, 2007 Meeting

4.1.2 Contracts over \$250,000

4.1.3 Approve the FY 2008-2009
Comprehensive Budget
Development Schedule

4.2 Receive & File

4.2.1 Contracts/Purchase Orders and
MOUs between \$5,000 - \$250,000

Motion was made to approve the consent calendar. Motion was seconded and unanimously approved.

5.0 ACTION ITEMS

5.1 Regional Comprehensive Plan
Sustainability Conference

Douglas Kim, SCAG Consultant, provided a brief overview and described how the development of the Regional Comprehensive Plan will lay out a vision for how Southern California can achieve sustainability in the areas of Transportation, Land Use and Air Quality. The request for \$10,000 is to help co-host the conference in early 2008. The remainder of the funds necessary to host the conference would come from sponsorships and conference registration fees.

Hon. Toni Young and Hon. Margaret Clark, expressed concerns over the use of General Fund money to pay for conferences and requested that OWP money be used for these events. Jacqueline Bobo, Manager of Budgets and Grants reported that a certain portion of the general fund budget was dedicated for conferences and sponsorships; approximately \$116,000 was earmarked for these events.

There was further discussion regarding the total number of conferences that would use the General Fund money; concluding that when there is an overage of sponsorship and registrants fees, the General Fund account should be reimbursed.

Motion was made by Hon. Young to approve the item provided that OWP funds be used instead, if applicable, and, to reimburse the General Fund if extra funds become available.

Motion was made by (Young) to approve recommendation as amended. Motion was seconded (Aldinger) and unanimously approved.

5.2 Contract Manual Amendment

Leyton Morgan, Contracts Manager, provided a brief overview of the request to amend certain sections of the SCAG Contract Manual to establish specific policy to govern contracts funded from the General Fund.

Motion was made by (Young) to approve as recommended. Motion was seconded (Ovitt) and unanimously approved.

5.3 Implementation Regarding GASB 45 Irrevocable Trust

Basil Panas, Accounting Manager, reported that the Regional Council approved setting up an Irrevocable Trust for GASB 45 funding. Mr. Panas stated that staff was in favor of using the investment vehicle organized by CalPERS for this purpose because of ease of administration and PERS' good investment track record. He also stated the three items that were required by the committee to proceed.

1. A completed Actuarial Study, which has been done.
2. An Agreement & Election form to Prefund OPEB, which is before the Board today;
3. Delegation of Authority form to Request Disbursements, which is before the Board today.

Ronald Loveridge, Chair, reported that the Investment Subcommittee met earlier this morning and recommends approval.

Motion was made to approve the recommendation. Motion was seconded and unanimously approved.

5.4 Statement of Investment Policy

Wayne Moore, CFO and the Investment Subcommittee members requested that the Administration Committee adopt SCAG's new statement of investment policy with the amended recommended action, as follows:

"Recommend that the Administration Committee amend the statement of investment policy and incorporate changes into the Regional Council policy manual, Article 10."

Motion was made by (Young) to approve the recommendation as amended. Motion was seconded (McCallon) and unanimously approved.

5.5 Government and Public Affairs Classification Study Results

The Personnel Committee acted on August 9, 2007 to recommend approval of the classification levels and the salary ranges for the revised/new Communications, Graphics, Legislative, Member Relations and Public Affair Series. Hon. Young, also a member of the Personnel Committee, expressed concern over the survey of salary ranges within the 75th percentile and how it drives up salaries so quickly. Hon. Young directed the Personnel Committee to agendaize the percentile issue to determine if a slightly lower number can be achieved.

Hon. Loveridge inquired as to the membership of the Personnel Committee and directed staff to announce committee members when presenting committee related reports. It was noted that Hon. Young, Hon. Dixon, Hon. Cook and Hon. Roberts are members of the Personnel Committee.

Hon. Young moved to approve effective July 12, 2007 as the committee did not have a quorum at the June meeting.

Motion was made by (Young) to approve the recommendation action with an effective date of July 12, 2007. Motion was seconded and unanimously approved.

5.6 Sponsorship of the 2008 Faster Freight Cleaner Air Conference

Jonathan Nadler, SCAG Staff provided a brief summary of the upcoming three day expo and the request for the \$25,000 sponsorship. As a host agency, SCAG President, Gary Ovitt would be offered the opportunity to provide opening remarks. Other host sponsors include the California Resource Board, and the Ports of Los Angeles and Long Beach.

The conference has become a leading forum to address the issues of growth and congestion relating to goods movement and the impact on air quality. SCAG's sponsorship will allow the Agency to continue its leadership role in addressing the issues associated with goods movement through the region. The proposed date will be in February, 2008 and held at the Los Angeles Convention Center.

Hon. Young stated that she supports this item in accordance with the previous motion made on the Regional Comprehensive Plan Sustainability Conference item. Hon. Young recommended approval, providing that OWP funds be used instead, if applicable, and, to reimburse the General Fund if extra funds become available.

Motion was made by (Young) to approve recommendation as amended. Motion was seconded (Clark) and unanimously approved.

6.0 INFORMATION ITEMS

6.1 CFO Monthly Financial Report for June & July 2007

Wayne Moore, CFO provided an overview and highlights:

- The Accounting Department closed out the fiscal year and prepared final invoices to SCAG's funding partners.
- External auditors will meet with staff to begin their annual financial status report.
- The Investment Oversight Committee was activated. Quarterly meetings will be held to discuss details in SCAG's financial position and to address investment policy issues.
- The new fiscal year budget has been setup in the financial management system. A new Comprehensive Budget Development System (CBDS) is set to debut with the kick-off of the new fiscal year budget development cycle.
- During fiscal year 2007, Contracts staff reduced SCAG's operating cost by over \$140,000 with some internal organizational changes.
- There has been an increase in the number of bidders over the past months. To increase competition, staff will market SCAG's contracting opportunities at the upcoming Transit Conference.

7.0 AUDIT COMMITTEE REPORT

There was no Audit Report

8.0 STAFF REPORT

There was no staff report

9.0 FUTURE AGENDA ITEMS

None

10.0 ANNOUNCEMENTS

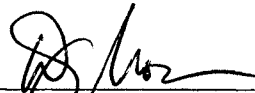
There were no announcements

11.0 ADJOURNMENT

Hon. Ronald Loveridge, Chair, adjourned the meeting at 9:00 a.m.

The next Administration Committee meeting will be held on Thursday, October 4, 2007 at the SCAG offices in downtown Los Angeles.

Minutes Approved by:



Wayne Moore, Chief Financial Officer
Staff to the Administration Committee

ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

Member (including Ex-Officio) Last Name, First Name		Representing	X = County Represented						X = Attended				= No Meeting				NM = New Member			
			IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim *		Manhattan Beach		X					X							X				
Baldwin, Harry*		San Gabriel		X					X					X		X				
Becerra, Glen*		Simi Valley																		
Burke, Yvonne*		Los Angeles County		X					X					X		X				
Clark, Margaret*		Rosemead		X										X		X				
Dixon, Richard*		Lake Forest			X									X		X				
Edney, Jon* Vice Chair		El Centro	X						X	X				X		X				
Loveridge, Ronald, Chair*		Riverside				X			X	X				X		X				
Lowenthal, Bonnie		Long Beach		X																
Masiel, Andrew*		T.A.S.I.N.						X		X										
McCallon, Larry*		Highland					X		X	X				X		X				
Nowatka, Paul*		Torrance		X					X	X						X				
O'Connor, Pam*		Santa Monica		X																
Ovitt, Gary*		San Bernardino County					X							X		X				
Parks, Bernard*		Los Angeles		X												X				
Pettis, Gregory*		Cathedral City			X				X	X										
Roberts, Ron*		Temecula				X										X				
Wapner, Alan*		Ontario					X		X	X				X		X				
Washburn, Dennis*		Calabasas		X					X	X				X						
Young, Toni *		Port Hueneme							X	X				X		X				
Totals			1	9	1	3	4	2												

* Regional Council Member

REPORT

DATE: October 4, 2007
TO: Administration Committee and Regional Council
FROM: Leyton Morgan, Manager of Contracts
SUBJECT: Contract Amendments Over \$250,000

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve

BACKGROUND:

Fregonese Calthorpe Associates (FCA) \$553,450
(Add three additional Demonstration Projects and two additional
growth scenarios for the 2008 Regional Transportation Plan (RTP))

FISCAL IMPACT:

The cost associated with this project are captured in Work Element Number 08-065.SCGC1.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

CONSULTANT CONTRACT AMENDMENT

Consultant:

Fregonese Calthorpe Associates (FCA)

Scope:

FCA is currently under contract to integrate several inter-related planning efforts to meet the requirements of the 2008 RTP growth forecasting process, including assistance developing the socioeconomic data sets for 2008 RTP/EIR, implementation of the Compass Blueprint program and the development and of additional tools and resources for the Compass 2% Strategy. The key components include:

Component A: Compass 2% Strategy refinement, implementation, consensus building and program marketing, including further development of the SCAG subregional program

Component B: Develop partnerships with local governments, developers, non-profits, banking industry, etc. to initiate and complete 25-30 Demonstration Projects in the SCAG region

Component C: Develop a web-based interactive data and mapping tool for 5 counties similar to and compatible with the existing LA LOTS program

Component D: Assist SCAG staff in the development of the 2008 Growth Forecast including growth projections without regional policy input and growth projections and growth alternatives with regional policy input

Contract Amount:

This amendment is for	\$553,450
Amendment #1 is for	\$99,998
Original contract is for	\$2,636,261
Total contract value is not to exceed	\$3,289,709
(This amendment is within the 30% limitation)	

Contract Period:

November 28, 2005 through June 30, 2008

Work Element:

06-050.SCGC1	\$350,000	(Funding source: Consolidated Planning Grant – FHWA & FTA)
06-055.SCGC2	\$200,000	(Funding source: Consolidated Planning Grant – FHWA & FTA)
06-050.SCGC1.5	\$112,956	(Funding source: Consolidated Planning Grant – FHWA & FTA)
06-055.SCGC2.5	\$196,512	(Funding source: Consolidated Planning Grant – FHWA & FTA)
06-055.SCGC1.2	\$300,000	(Funding source: Consolidated Planning Grant – FHWA & FTA)

07-055.SCGC4	\$ 99,998	(Funding source: Consolidated Planning Grant – FHWA & FTA)
07-065.SCGC1	\$675,000	(Funding source: Consolidated Planning Grant – FHWA & FTA)
06-290.SCGC1.2	\$186,760	(Funding source: State Blueprint Planning Grant)
06-290.SCGC2.2	\$243,183	(Funding source: State Blueprint Planning Grant)
06-291.SCGC1.2	\$112,800	(Funding source: State Blueprint Planning Grant)
06-291.SCGC2.2	\$62,500	(Funding source: State Blueprint Planning Grant)
08-065.SCGC1	\$750,000	(Funding source: Consolidated Planning Grant – FHWA & FTA)

Request for Proposal: Not applicable

Selection Process: Not applicable

Basis for Selection: The purpose of this amendment is to add three additional Demonstration Projects (Long Beach, Los Angeles and Ventura) and two additional growth scenarios for the 2008 Regional Transportation Plan (RTP). In November 2006, the Regional Council (RC) approved the selection of Demonstration Projects in these three cities as funding became available. FY07-08 includes the funds necessary to complete these projects.

FCA is currently conducting this large-scale, inter-disciplinary work program with a team of subconsultants who bring specific expertise and has gained tremendous experience and familiarity with the required tasks. They have led a team of consultants toward the successful completion of the previous round of Demonstration Projects. In order to most expeditiously meet the direction by the RC, we recommend amending this contract that includes all the necessary expertise and a proven track record to complete the approved work program. This amendment supports the overall Compass Blueprint and RTP goals for implementation. This amendment will substantially enhance the overall quality and scope of the local Demonstration Project program to better link local and regional land use and transportation decision-making.

MEMO

DATE: October 4, 2007
TO: Administration Committee and
Regional Council
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: Contracts and Purchase Orders between \$5,000 - \$250,000

RECOMMENDED ACTION:

Information Only

BACKGROUND:

SCAG executed the following Contract(s) between \$5,000 and \$250,000

N/A

SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Microlink Enterprises, Inc. \$47,000
Temporary Staffing
- CALCOG \$41,444
CALCOG Dues and Activities
- National Assoc of Regional Council \$25,000
NARC Dues 2007-2008
- Priority Mailing Systems, Inc. \$20,000
Postage
- Tech Depot \$20,000
Open PO for Misc. Computer Supplies for 07/08
- Cingular Wireless \$16,000
Open PO for monthly recurring charges for mobile phone service
- CDW Government, Inc. \$15,718
4 MS SQL Server Licenses
- San Bernardino County Assessor's Office \$15,000
Property Characteristics of SB County
- IBM Corporation \$13,943
Annual Renewal of IBM Hardware Support
- Dell Marketing \$8,237
TransCAD Server

MEMO


FISCAL IMPACT:

None. Funding is available.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

REPORT

DATE: October 4, 2007

TO: Administration Committee
Regional Council

FROM: Sylvia Patsaouras, Acting Director, Government & Public Affairs, (213) 236-1806,
Patsaouras@scag.ca.gov

SUBJECT: Sponsorship of the 2007 Mobility 21 Transportation Summit

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Authorize \$2,500 from the FY07-08 general fund budget project reserve to sponsor the November 5, 2007 Mobility 21 Transportation Summit at the Ontario Convention Center.

BACKGROUND:

SCAG has been an active participant in Mobility 21 since it was launched several years ago by the Los Angeles County Metropolitan Transportation Authority, Los Angeles Area Chamber of Commerce and the Automobile Club of Southern California. This year, Mobility 21 is expanding its scope to include transportation commissions and chambers of commerce from four additional counties: Orange, Riverside, San Bernardino and Ventura.

Staff recommends an "Underwriter" sponsorship of the November 5th Summit for \$2,500, which offers the following benefits:

- SCAG's name on pre-conference advertising, both print and electronic
- SCAG's name on the event agenda and other summit materials
- Exhibitor table during the conference
- Reserved seating for two at the luncheon
- SCAG's name on the Mobility 21 website with link to SCAG's website
- Complimentary admission for two people to the conference.

FISCAL IMPACT:

\$2,500 from the SCAG FY07-08 general fund project reserve will be appropriated to sponsor the 2007 Mobility 21 Transportation Summit.

Reviewed by:

Division Manager

Reviewed by:

Department Director

Reviewed by:

Chief Financial Officer

REPORT

DATE: October 4, 2007
TO: Administration Committee and Regional Council
FROM: Leyton Morgan, Manager of Contracts
SUBJECT: Amend C2 Group, LLC Contract

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Authorize \$10,000 from the FY07-08 general fund project reserve budget to fund the contract amendment 1 with C2 Group, LLC (C2).


BACKGROUND:

The contract amendment is for C2 to provide specialized technical assistance to finalize legislative language that SCAG proposes to introduce in this Congress that would provide for Tax Credit Equity Financing for goods movement and transportation projects.

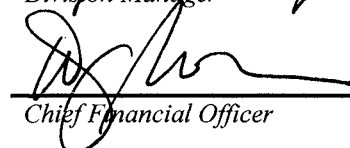
FISCAL IMPACT:

\$10,000 from the FY07-08 general fund project reserve will be appropriated to fund contract 08-001, amendment 1 with C2 Group, LLC.

Reviewed by:


Division Manager

Reviewed by:


Chief Financial Officer

CONSULTANT CONTRACT AMENDMENT

Consultant: C2 Group, LLC

Scope: C2 is SCAG's federal government affairs consultant/lobbyist. C2 prepares and implements strategies that establish SCAG as an influential leader in the development of federal legislative, regulatory and policy initiatives that affect the SCAG region. The federal government affairs consultant/lobbyist facilitates communication with federal government officials and agencies; arranges briefings and schedules visits for Regional Council Members, SCAG executive management, government affairs and other SCAG staff with appropriate members of Congress, legislative staff, and key Administration officials and staff; seeks out and coordinates opportunities for SCAG to provide testimony at relevant committee hearings. When appropriate, the federal government affairs consultant works in partnership with SCAG's state government affairs consultant/lobbyist to facilitate the achievement of SCAG's federal legislative objectives.

Contract Amount: This amendment is for \$ 10,000
Original contract is for \$ 881,120
Total contract value is not to exceed \$ 891,120

Contract Period: August 2, 2007 - June 30, 2011

Work Element: 08-800.SCGS1 - \$220,280 Funding Source: General Fund
08-800.SCGC1 - \$ 10,000 Funding Source: General Fund

Request for Proposal: Not applicable

Selection Process: Not applicable

Recommendation: The contract amendment is sought to provide up to \$10,000.00 dollars for C2 to provide specialized technical assistance to finalize legislative language that SCAG proposes to introduce in this Congress that would provide for Tax Credit Equity Finance for goods movement and transportation projects.

SCAG transportation finance staff has written a first draft of the legislation. Our lobbyist has advised that we engage the services of a consultant and/or law firm that has previous experience highly technical tax legislation to finish the bill prior to submittal to Congressman Xavier Becerra, who has indicated that he will carry the bill for SCAG.

This highly specialized, complex legislation is modeled closely upon the New Market Tax Credit legislation passed by the Congress and established by the Community Renewal Tax Relief Act of 2000. It would provide financial incentives for private investment in goods movement and mitigation projects. Tax Credit Equity financing allows for investors to contribute up-front capital to fund a portion of project costs (roughly 1/3 of total project costs), and in return receive annual tax credits. The balance would be debt financed and/or financed through flexible TIFIA loan structures as well as local project sponsor contributions.

MEMO

DATE: October 4, 2007
TO: Administration Committee
FROM: Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov
SUBJECT: CFO Monthly Report for August 2007

Accounting:

The Accounting Department completed FY07 CPG billings by invoicing Caltrans \$4,772,275 for June, 2007. That brought the FY07 total to \$24,123,888, a record. The highest annual billing had been \$20,386,436 in FY03.

The various FY07 billed grant amounts are shown below:

Metropolitan Planning (PL/FHWA)	\$21,179,296
FTA Section 5303	1,676,358
FTA Section 5313 (b)	409,637
State Planning & Research (Partnership)	124,412
Blueprint Planning Study	734,185
Total Consolidated Grant	\$24,123,888

Accounting also submitted the July 2007 invoice, for \$1,308,654 to Caltrans. Vasquez & Co., LLP initiated the FY07 Annual Audit on September 21, 2007. They are also scheduled to meet with the Audit Committee on October 11, 2007.

The data presented on the attached table should be understood in the context of the fiscal year calendar. The first few months of each fiscal year are the times that project initiation procedures commence. These workflows can be uneven resulting in expenditures and commitments that will not coincide with the twelve equal monthly cycles of the accounting system.

For example, the agency-wide combined total of expenditures and encumbrances through August 31, 2007, has left 67% of the budget uncommitted even though 10 months, or 83% of the year remain. These results form the fact that some \$11 million of encumbrances have been entered into the accounting system in anticipation of expenditures later in the year. As would be expected, these encumbrances relate primarily to consultant and professional services.

Year to date Expenditures of \$3,017,178 represent 7.1% of the budget, meaning that 92.9% is unspent. Again, this is due to internal work processes at this time of year still being behind the calendar schedule. Project management tools are currently under development to provide real-time project status data.

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Business Operations:

The Business Operations Division is in the process of tagging furniture and equipment for inventory management purposes and to establish a future replacement schedule. SCAG will inventory all equipment and furniture at Headquarters and the Riverside Office.

Business Operations is procuring new furniture for the following locations:

- 11th floor conference rooms (2) and the "Quiet Room";
- 11th & 12th floor lunch rooms;
- Riverside Office lobby.

Finally, a space planner is being contracted to design the build out of office space on the 11th Floor for the Information Services Department Director.

Budget and Grants

Budget and Grants (B & G) completed validation of the FY 07-08 OWP, Indirect (IC) and General Fund (GF) budgets within SCAG's financial information system, enabling all business transactions for the fiscal year.

B & G initiated a formal OWP amendment request which included outreach to the sub-regions and SCAG project managers. The amendment review process will evaluate the status of the current projects in the OWP, evaluate the program schedule status and consider additions, deletions or deferments to the OWP as appropriate.

The new Comprehensive Budget and Development System (CBDS) entered the beta testing phase and will be operational in late October. During this period the B&G team will complete the test environment, complete the CBDS Operational manuals and prepare for roll-out. Additionally, the B&G team will open the FY08-09 budget cycle with a workshop with the Administration Committee establishing the regional priorities and outcomes for the upcoming fiscal year.

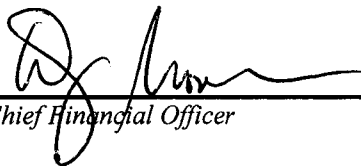
MEMO

Contracts:

During the month of August 2007, the Contracts Division awarded 5 contracts, issued 3 contract amendments, and issued 10 Requests for Proposals (RFPs). Staff has concluded its preliminary research into establishing a Task Order contracting process (to expedite issuance of recurring contracts), and have begun drafting a new contracting process for review by Legal and Caltrans District 7.

Lastly, as part of its on-going strategy to increase competition, on October 1, 2007, Contracts staff will attend the California Chapter of American Planning Associations Annual Conference to market SCAG's contracting opportunities and to register new vendors into SCAG's bid notification database.

Submitted by:



Chief Financial Officer

Southern California Association of Governments

Budget vs. Actual

Expenditures and Encumbrances

Two Months Ended August 31, 2007

83% of Year Remaining

	A	B	C	D	E	F	G	H	I	J	K	L
		Program	Adopted Budget	Approved Changes	Pending Changes	Forecast Budget	Expenditures	Encumbrances	Budget Balance	% Budget Remaining	July - Aug 2006 Expenditures	Program
1												
2		CPG	9,663,155	32,775		9,695,930	1,417,739		8,278,191	85%	1,047,916	CPG
3		GF	48,083	-		48,083	1,290		46,793	97%		GF
4		Other	329,838	-		329,838	15,561		314,277	95%	45,271	Other
5		Total	10,041,076	32,775	-	10,073,851	1,434,590		8,639,261	86%	1,093,187	Total
6		CPG	10,990,028	(2,999)		10,987,029		7,581,249	3,405,780	31%	103,881	CPG
7		GF	520,000	-		520,000	17,302		502,698	97%	-	GF
8		Other	1,531,303	-		1,531,303		1,320,500	210,803	14%	9,150	Other
9		Total	13,041,331	(2,999)	-	13,038,332	17,302	8,901,749	4,119,281	32%	113,031	Total
10		Subregion Consultants & Staff	3,405,583	250,000		3,655,583		2,117,553	1,538,030	42%		CPG
11		Total	3,405,583	250,000	-	3,655,583		2,117,553	1,538,030	42%	-	Total
12		CPG	11,769,782	43,909		11,813,691	1,567,124	221,748	10,024,819	85%	1,213,171	CPG
13		GF	989,071	-		989,071	39,829	88,753	860,489	87%	16,309	GF
14		Other	361,136	-		361,136	16,754		344,382	95%	48,685	Other
15		Total	13,119,989	43,909	-	13,163,898	1,623,707	310,501	11,229,690	85%	1,278,165	Total
16		CPG	3,598,257	(25,206)		3,573,051			3,573,051	100%		CPG
17		Other	342,079	-		342,079			342,079	100%		Other
18		Total	3,940,336	(25,206)	-	3,915,130			3,915,130	100%	-	Total
19		CPG	39,426,805	298,479		39,725,284	2,984,863	9,920,550	26,819,871	68%	2,364,968	CPG
20		GF	1,557,154			1,557,154	58,421	88,753	1,409,980	91%	16,309	GF
21		Other	2,564,356			2,564,356	32,315	1,320,500	1,211,541	47%	103,106	Other
22		Total	43,548,315	298,479	-	43,846,794	3,075,599	11,329,803	29,441,392	67%	2,484,383	Total
23												
24		OWP	41,991,603	298,479		42,290,082	3,017,178	10,937,717	28,335,187	67%	2,468,074	OWP

**SCAG
COMPARISON OF EXPENDITURES
TWO MONTHS ENDED AUGUST 31
FY08 vs FY07**

